

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

## Oelrichs School District Improvement Plan/Progress Report Form

<b>Principle:</b> General Supervision					
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) James T. Snow signed the psychological evaluations as a clinical psychologist.					
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. All students must be evaluated by a certified school psychologist.					
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>  <b>James T. Snow will now sign evaluations as a certified School Psychologist.</b>					
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met	<b>18 month progress</b>
1. What will the district do to improve? <b>The district obtained James T. Snow's certificate as a certified school psychologist. James T. Snow will now sign evaluations as a certified school psychologist.</b>  What data will be given to OSE to verify this objective? <b>Copy of James T. Snow's school psychologist certificate. A tracking record will be kept to mark that he signed as a school psychologist.</b>	<b>3/31/03</b>	<b>Special Ed. Director</b>	<b>ON GOING</b>	<b>Not met</b>	<b>MET</b>
Please explain the data (6 month) 0% of student evaluations have been signed designating a school psychologist completed the testing. One student has not been re-evaluated for this change to occur. The other student was a transfer from Montana and the evaluator signed as an examiner.					

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

Please explain the data (12 month)  
 Data of the student's evaluated by James Snow during the 6 month progress report window indicated Mr. Snow signed evaluations as a certified school psychologist 100% of the time.

Please explain the data (18 month)  
 Mr. Snow signed 3 out of 4 evaluations as a school psychologist. One evaluation he signed as a "clinical psychologist." \*We have a new psychologist administering the testing this year. He is Thony Jones from Black Hills Special Services.

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> General Supervision					
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) There is no written documentation of referrals.					
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. All referrals must be documented in writing by the district.					
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>  <b>All student referrals will be written using the referral form given by OSE.</b>					
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met	<b>18 month progress</b>
1. What will the district do to improve? <b>Utilize the up-to-date referral form given by OSE on each referral.</b> What data will be given to OSE to verify this objective? <b>Summarize referral information from Tracking System and submit to OSE</b>	<b>5/01/03</b>	<b>Special Education Teacher</b>	<b>ONGOING</b>	<b>Not Met</b>	<b>MET</b>

6 month reporting date 10-03-2003  
12 month reporting date 4-03-2004  
18 month reporting date 10-03-2004  
CLOSED 10-26-04

Please explain the data (6 month)

50% of the student files have a referral sheet. The other 50% was a transfer from a different school.

Please explain the data (12 month)

100% of students referred during the 6 month monitoring window utilized the referral form given by OSE.

Please explain the data (18 month)

0 out of 0 students used the OSE referral form. \*Oelrichs has a lot of students transferred from other school who are already referred for special education services.

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> Appropriate Evaluation					
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) There was no documentation of parental input into the evaluation process.					
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. Parent input into the evaluation process must be documented by the district.					
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>  <b>All student evaluations will include parental input into the planning of the evaluations.</b>					
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met	<b>18 month progress</b>
1. What will the district do to improve? <b>Prior notice will include a statement allowing parents to identify other areas of concern that need to be evaluated.</b> What data will be given to OSE to verify this objective? <b>Summarize prior notice information from Tracking System and submit to OSE</b>	<b>05/31/03</b>	<b>Special Education Personnel</b>	<b>ONGOING</b>	<b>Not met</b>	<b>MET</b>
Please explain the data (6 month)  0% of student files have the parent input added into the evaluation process. We have not had a re-evaluation/evaluation for this change to occur.					
Please explain the data (12 month) 100% of student files during the 6 month period include parental input into the planning of evaluations.					

6 month reporting date 10-03-2003  
12 month reporting date 4-03-2004  
18 month reporting date 10-03-2004  
CLOSED 10-26-04

Please explain the data (18 month)

16 out of 16 student files allowed parents the option of parental input into the planning of evaluations.

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> Appropriate Evaluation					
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) Prior notice and parent consent for initial evaluations and reevaluations were not found or not signed. Not all tests that were administered were listed on the consent and tests were administered but were not listed.					
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. Prior notice and parent consent must be obtained for all students receiving an initial evaluation or reevaluation. Prior notice/parent consent must include all information necessary to complete the initial evaluation or reevaluation.					
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>					
<b>All evaluations, to be conducted, will be listed on the prior notice and parental consent obtained.</b>					
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met	<b>12 month progress</b>
1. What will the district do to improve? <b>Updated Prior notice lists types of tests to be given and parental consent obtained.</b> What data will be given to OSE to verify this objective? <b>Summarize prior notice and evaluation information from Tracking System and submit to OSE</b>	<b>5/31/03</b>	<b>Special Education Personnel</b>	<b>ONGOING</b>	<b>Not met</b>	<b>MET</b>
Please explain the data (6 month)  50% of student files have a prior notice for the evaluation to occur. The other 50% was a transfer to the Oelrichs School District and that paper did not come with the file. 50% of student files contain all the tests to be listed on the consent and were given during the evaluation process. The other 50% of student files do not have the prior notice so we are unable to determine at this time.					

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

Please explain the data (12 month) 100% of evaluations during the 6 month window were listed on the prior notice and parental consent was obtained 100% of the time also.
Please explain the data (18 month) 12 out of 12 student files listed the evaluations on the parental notices. 12 out of 12 student files contained parental consent.

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> Appropriate Evaluation				
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) District staff did not include functional information in the evaluation process or understand that this information was to be used for determining specific skill areas affected by the student's disability, the student's present levels of performance, their progress in the general curriculum or development of annual goals and short term instructional objectives.				
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. Functional assessment will be included in the evaluation report for each student evaluated.				
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>  <b>Functional assessment will be completed as part of the initial and three-year reevaluation process for all students evaluated.</b>				
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met
1. What will the district do to improve? <b>Functional assessment will be completed by school personnel to determine strengths and weaknesses.</b> What data will be given to OSE to verify this objective? <b>Summarize functional assessment information from Tracking System and submit to OSE</b>	<b>5/31/03</b>	<b>Parents, classroom Teachers, Special Education Personnel</b>	<b>MET</b>	

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

Please explain the data (6 month)				
100% of student files contain functional information included in the evaluation process.				
Please explain the data (12 month)				
Staff have reviewed the current files and report that 100% of the files include functional assessment as part of the initial and 3 year re-eval process.				
2. What will the district do to improve? Functional Assessment will be included in present levels of performance. What data will be given to OSE to verify this objective? <b>Summarize Functional Assessment data from Tracking System and submit to OSE</b>			<b>MET</b>	
Please explain the data (6 month)				
100% of student files contain functional information included in the evaluation process.				



6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> Procedural Safeguards					
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) The district did not complete the notice of the transfer of rights to parents and student one year prior to the students' 18 <sup>th</sup> birthday.					
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. One year prior to a students 18 <sup>th</sup> birthday, the district will assure that notice of the transfer of rights is completed.					
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>  <b>Documentation will be provided in each student's file showing transfer of rights was notified and explained.</b>					
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met	<b>18 month progress</b>
1. What will the district do to improve? <b>Documentation of Transfer of Rights will be provided in each student's file.</b> What data will be given to OSE to verify this objective? Summarize data from Tracking System of those students turning 17 years of age and submit to OSE.	<b>Continuous</b>	<b>Special Education Personnel</b>	<b>ONGOING</b>		<b>MET</b>
Please explain the data (6 month) 100% of student files do not need to contain transfer of rights due to the student not being of age.					
Please explain the data (12 month) 100% of student files during the six month period, contain transfer of rights; and was also notified and explained.					

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

Please explain the data (18 month)  
 3 out of 3 student files contained transfer of rights.

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> Individualized Education Program				
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) The regular education teacher did not consistently sign as a team member.				
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. The IEP must include appropriate team membership.				
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>  <b>All appropriate IEP team members shall be present at IEP meetings and sign as a team member.</b>				
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> <small>Record date objective is met</small>	<b>12 month progress</b> <small>Record date objective is met</small>
1. What will the district do to improve? <b>Confirm appropriate team membership and signatures were in attendance at 100% of IEP meetings.</b> What data will be given to OSE to verify this objective? <b>Summarize IEP meeting information from Tracking System and submit to OSE.</b>	<b>Continuous</b>	<b>Special Education Personnel</b>	<b>MET</b>	

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

Please explain the data (6 month)

100% of Individualized Education Plans contain the general classroom teacher's signature.

## Oelrichs School District Improvement/Progress Report Form

<b>Principle:</b> Individualized Education Program				
<b>Present levels:</b> (Statement of present levels of performance that resulted in area of non-compliance) Transition evaluation was not considered or administered for students age 14 and above.				
<b>Desired Outcome(s):</b> Through systemic change, the district/agency will achieve these results for students with disabilities and their families. For each student age 14 and above, transition assessment must be included to assist in designing an outcome-oriented process based on the student's needs, preferences and interests.				
<b>Measurable Goal:</b> The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. <b>(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)</b>				
<b>Transition assessment will be included in all evaluations for students 13 years and above.</b>				
<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>6 month progress</b> Record date objective is met	<b>12 month progress</b> Record date objective is met

6 month reporting date 10-03-2003  
 12 month reporting date 4-03-2004  
 18 month reporting date 10-03-2004  
 CLOSED 10-26-04

1. What will the district do to improve? <b>District will identify students age 13 and above and complete individualized transition assessment.</b> What data will be given to OSE to verify this objective? <b>Summarize transition information from Tracking System and submit to OSE.</b>	<b>Continuous</b>	<b>Special Education Personnel</b>	<b>MET</b>	
Please explain the data (6 month)  100% of IEP's contain transition evaluation. 100% of IEP's contain the student's birth date, Annual Review date, and the Re-evaluation date.				